



April 13, 2021

Applications are now being accepted for the following position in Centre County Government. Those who qualify and are interested should apply at the Human Resources Office, Room 334 Willowbank Building, Bellefonte, PA or call (814) 355-6748 for an application. This posting can be viewed and an application downloaded from our website at www.centrecountypa.gov.

For any additional questions, please contact Samantha Rees in Human Resources at (814) 355-6748.

LEGAL SECRETARY 2

PC #08

Position Overview

Department:

Public Defender's Office
Temple Court Building
106 East High Street
Bellefonte, PA 16823

Base Pay:

\$13.52—\$15.23/hour
Grade: N-08
Non-Exempt

Shift Available:

Full—Time (37.5 hours)
8:30am-5:00pm

Required Education:

- High school diploma or equivalent, plus some secretarial, legal, and computer training.

Required Experience:

- Two to three (2-3) years working experience in law office, including taking and transcribing of legal dictation, notes.
- Experience in government preferred.

Applications:

Applications for this position will be accepted **until suitable candidate is selected.**

Summary of Job Functions

- Takes, transcribes, and types dictation, including legal opinions, briefs, memos, subpoenas, and other related legal documents.
- Develops and maintains legal files and filing/tracking systems on all court cases and appeals, invoices, and billings.
- Logs opinions, orders, and other court decisions; performs necessary docketing of cases.
- Processes a variety of legal forms, completely and accurately, to implement court orders and proceedings.
- Operates computer and software to maintain necessary information.
- Greets general public and assists them with paperwork and qualifying process.
- Opens, screens, and distributes mail appropriately.
- Composes replies to routine correspondence.
- Answers phone calls and routine inquiries, or directs calls to appropriate individuals.
- Interacts with general public, clients, and other internal departments.
- Makes and cancels appointments as required.
- Assigns arraignment dates and caseloads for attorneys as required.
- Attends court hearings as required to record depositions.
- Distributes files for pre-trial conferences.
- Assists attorneys with preparation of hearings/trial information as needed.
- Determines arraignment dates and prepares arraignment schedule.
- Interviews clients as required.
- Performs duties of other support staff in their absence.
- Prepares and submits bills, claims, or reports as required.
- Makes photo copies and sends/receives fax documents as necessary; operates other office equipment as needed.
- Notarizes criminal documents.
- Performs other job related duties as required.

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